

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
January 21, 2025 at 5:00 PM

A. CALL TO ORDER –

B. ROLL CALL –

C. APPROVAL OF PREVIOUS MINUTES –

D. APPROVAL OF MONTHLY VOUCHERS –

E. PUBLIC COMMENT – Allan Reese Regarding Memorial IRA

F. OLD BUSINESS –

1. The Board and Director will devote 5 minutes to futuristic thinking per the Strategic Plan
2. “Expanding for Books & Beyond”
 - a. Update from Capital Campaign Committee
 - b. Conversation/Discussion with BrandRaise Regarding Campaign Goal
 - c. Grant Updates
 - d. Discuss/Possible Action – Ann Reese Memorial IRA Funds Update

G. NEW BUSINESS –

1. Discuss/Possible Action – Biannual Review of Employee Handbook – Additions/Amendments (Section I. Library Overview, Section IV. Disciplinary Action & Layoff/Recall, Section V. Vacation/Holidays & Paycheck Policy, Section VII. Social Media, Section VIII. Conflicts of Interest, Section XI. Business Credit Card Usage) – Link to Employee Handbook with suggested edits which are highlighted can be found at <https://spoonerlibrary.org/library-board/>
2. Discuss/Possible Action – Notary in the Library – Approximate cost \$20 (one time), \$140/year for 3 employees, \$25-45 per stamp.

H. LIBRARIAN'S REPORT –

1. Director’s Report
 - a. Statistics – 2024 in Review
 - b. Outreach Updates
 - c. Upcoming Events
2. Other Reports –

I. FINANCIAL REPORT –

2024: **TOTAL EXPENDITURES FOR 2024 = \$ 482,242.52**

TOTAL REVENUE FOR 2024 = \$ 483,774.49

REPLACEMENTS = \$ 1,048.26

LIBRARY DONATIONS= \$ 13,486.94

LIBRARY DONATIONS RESTRICTED = \$ 5,806.60

GRANTS = \$ 11,999.40

COUNTY CONTRIBUTIONS = \$ 198,679.97

GENERAL PROPERTY TAXES = \$ 190,000.00

INTEREST OTHER SOURCES = \$ 3,282.90

CAPITAL OUTLAY REVENUE = \$ 0.00

MISCELLANEOUS REVENUE = \$ 0.00

BUILDING FUND REVENUE = \$ 59,470.42

DONATION CARRYOVER REVENUE = \$ 640.00

SAVING ACCOUNT BALANCES

LIBRARY SPECIAL BUILDING FUND & SAVINGS: \$52,512.40

LIBRARY UNDESIGNATED FUNDS: \$ 111,678.00

CARRYOVER RESTRICTED DONATION: \$ 0.00

2025: **TOTAL EXPENDITURES FOR 2025 = \$ 1,786.57**

TOTAL REVENUE FOR 2025 = \$ 333.87

REPLACEMENTS = \$ 0.00

LIBRARY DONATIONS= \$ 207.51

LIBRARY DONATIONS RESTRICTED = \$ 0.00

GRANTS = \$ 0.00

COUNTY CONTRIBUTIONS = \$ 126.36

GENERAL PROPERTY TAXES = \$ 0.00

INTEREST OTHER SOURCES = \$ 0.00

CAPITAL OUTLAY REVENUE = \$ 0.00

MISCELLANEOUS REVENUE = \$ 0.00

BUILDING FUND REVENUE = \$ 0.00

DONATION CARRYOVER REVENUE = \$ 0.00

SAVING ACCOUNT BALANCES

LIBRARY SPECIAL BUILDING FUND & SAVINGS: 52,512.40

LIBRARY UNDESIGNATED FUNDS: \$ 111,678.00

CARRYOVER RESTRICTED DONATION: \$ 640.00

J. NEXT MEETING – February 25, 2025 at 5:00 PM

K. ADJOURN